



**United States Court
of International Trade**

Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

N O T I C E

**CASE OPENING AND ELECTRONIC CASE FILES (ECF) TRAINING
SCHEDULE OF CLASSES FOR JANUARY TO DECEMBER 2008
IN NEW YORK, NY**

The U.S. Court of International Trade has scheduled training classes in New York, NY, on the Case Opening and the Electronic Case Files (ECF) features of the Case Management/Electronic Case Files (CM/ECF) System. This class will include information on the changes in the newest version of CM/ECF, version 3.1, which is set for release in the first quarter of 2008. The Case Opening classes will focus on opening new cases in the CM/ECF System and paying fees using *Pay.gov* when filing the Summons and Complaint. The Electronic Case Files (ECF) training will instruct participants on the Electronic Filing (E-Filing) process and procedures. A list of the class dates and times is attached. All classes will be held at the U.S. Court of International Trade, One Federal Plaza, Room 580, New York, NY.

Attorneys, who practice before the Court, and their support staff who attended ECF training are encouraged to register for one of the Case Opening classes. Those who have not attended any training are encouraged to register for both the Case Opening and the ECF training classes. Please note that completion of the Electronic Case Files (ECF) training activates an attorney's e-filing rights, whereas completion of Case Opening training only will not activate e-filing rights for those attorneys who presently do not have such rights.

If you are interested in attending any of the training classes, please complete the form *Case Opening/Electronic Case Files (ECF) Training Class Registration Request* and either e-mail the request form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Glenn Johnston. You will receive confirmation of your attendance after your registration is accepted for one of the classes. As the number of computers in each class is limited, we must ensure that we do not over book the classes. Also, for security reasons, the Clerk's Office must provide the Court Security Officers with an advance list of the participants attending each class. Therefore, please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class.

The Case Opening training course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 1.0 credit hours, and the Electronic Case Files (ECF) Training has been approved for a maximum of 2.0 credit hours, both of which can be applied toward the Law Practice Management requirement.

**Tina Potuto Kimble
Clerk of the Court**

December 3, 2008

**U. S. COURT OF INTERNATIONAL TRADE
CASE OPENING AND ELECTRONIC CASE FILES (ECF) TRAINING
SCHEDULE OF CLASSES FOR JANUARY TO DECEMBER 2008
IN NEW YORK, NY**

<u>Class</u>	<u>Date</u>	<u>Time</u>
Case Opening Electronic Case Files	Thursday, Feb. 21, 2008 Thursday, Feb. 21, 2008	10:30 A.M. - 12:00 P.M. 1:00 P.M. - 3:30 P.M.
Case Opening Electronic Case Files	Thursday, Apr. 24, 2008 Thursday, Apr. 24, 2008	10:30 A.M. - 12:00 P.M. 1:00 P.M. - 3:30 P.M.
Case Opening Electronic Case Files	Thursday, June 26, 2008 Thursday, June 26, 2008	10:30 A.M. - 12:00 P.M. 1:00 P.M. - 3:30 P.M.
Case Opening Electronic Case Files	Thursday, August 21, 2008 Thursday, August 21, 2008	10:30 A.M. - 12:00 P.M. 1:00 P.M. - 3:30 P.M.
Case Opening Electronic Case Files	Thursday, Oct. 30, 2008 Thursday, Oct. 30, 2008	10:30 A.M. - 12:00 P.M. 1:00 P.M. - 3:30 P.M.
Case Opening Electronic Case Files	Thursday, Dec. 18, 2008 Thursday, Dec. 18, 2008	10:30 A.M. - 12:00 P.M. 1:00 P.M. - 3:30 P.M.

Please Note:

An attorney's attendance at one of the scheduled ECF training classes will normally be required. An attorney who does not attend ECF training but who believes that he/she has achieved proficiency sufficient to allow him/her to begin to E-File may request that the Clerk's Office activate his/her E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court. An attorney filer who submits a request to the Clerk of Court for activation rights will be asked to complete a practice filing before the Court will consider activating E-filing rights.